

**Official**  
**Michigan Highly Qualified Teacher Report – Revised September 8, 2005**

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Full Name as it appears on the Michigan Teaching Certificate		Core Academic Subject Area	
<hr/>		<hr/>	
Social Security Number		( ) Home Telephone Number	
<hr/>		<hr/>	
Current Home Address	City	State	ZIP
<hr/>	<hr/>	<hr/>	<hr/>
Place of Employment (District)		Building	
<hr/>		<hr/>	

**NOTE:** All teachers must hold at least a bachelor's degree and full state certification (and be assigned within the subject and grade level validity of the Michigan Certificate).

Check the one option you have completed that demonstrates you are a highly qualified teacher in the core academic content area identified at the top of this page.

- ☐ Passed MTTC subject content area examination in the content area, or comprehensive elementary exam for elementary teachers/special education teachers.
- ☐ Have an earned academic major in the content area.
- ☐ Have an earned master's degree in the content area or related/supporting\* area. (MDE has determined that a master's in an appropriate supporting program may be used as a demonstration of highly qualified for all of the subjects [for which the teacher is authorized by the state] in which the teacher was instructing at the time the master's was earned.)  
  
\*A master's of special education, in and of itself, does not meet the highly qualified requirement for secondary special education teachers.
- ☐ Have coursework equivalent (at least 30 semester hours) of a major in the content area OR full Michigan elementary certificate, if an elementary teacher and teaching in a K-5 assignment.
- ☐ Have National Board Certification at an appropriate developmental level for your assignment.
- ☐ Have at least three years of teaching experience and have completed, after receiving the Michigan provisional teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (18 semester hours from a master's of special education program which focuses on content may be applicable under this option for secondary special education teachers.)
- ☐ Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area.
- ☐ Demonstrated competence, as outlined in a local performance assessment of my employing district (portfolio or classroom observation).

(Documentation of completing the above option is necessary upon request.)

**I hereby certify that I have successfully met the option, as noted above, of the Michigan definition of highly qualified teacher for the content area stated above and thereby deemed to be a highly qualified teacher as defined in the federal law, *ESEA/No Child Left Behind*, Section 1119 and Section 9101.**

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

**Misrepresentation or falsification of information may result in suspension or revocation of the teaching certificate.**

**PLEASE SUBMIT THIS FORM TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.**

Mandated by Federal *No Child Left Behind* Law

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.